

Message

From: Bahrman, Sarah [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1D493CF492ED4FC0BE275A699826A64C-BAHRMAN, SARAH]
Sent: 8/1/2014 4:12:03 PM
To: Minter, Douglas [Minter.Douglas@epa.gov]
Subject: RE: HQ FY 14 DI Travel funds: UIC Projections

Thanks, Douglas!

Sarah E. Bahrman | Unit Chief, Drinking Water | U.S. Environmental Protection Agency - Region 8
(p) 303.312.6243 | (c) 303.903.8515 | (f) 877.876.9101

From: Minter, Douglas
Sent: Friday, August 01, 2014 9:12 AM
To: Bahrman, Sarah
Cc: Pfeiffer, Tricia; Shea, Valois; Cline, Carolyn; Boomgaard, Craig
Subject: HQ FY 14 DI Travel funds: UIC Projections

Hi Sarah: given our allotment of \$3,332.49, we are planning to use approx. \$3,454 as projected below. The amount for Tricia's trip has been TA'd. The amounts and dates for the Edgemont trip are strictly estimates, but we believe we will be able to travel by 12/31/14.

UIC	Tricia Pfeiffer	Bismarck, ND	Tribal Permit Tech Assist	8/19-20/14	\$ 1,095.00
UIC	Douglas Minter	Edgemont, SD	Hearings for Dewey Burdock Permits	10/20-24/14	\$ 607.00
UIC	Valois Shea	Edgemont, SD	Hearings for Dewey Burdock Permits	10/20-24/14	\$ 1,145.00
UIC	Elyana Sutin	Edgemont, SD	Hearings for Dewey Burdock Permits	10/20-24/14	\$ 607.00

Let me know if you have any questions, etc.

Douglas

From: Bahrman, Sarah
Sent: Tuesday, July 29, 2014 9:58 AM
To: Minter, Douglas; Boomgaard, Craig; Burkland, Barb; Meredith, Sienna
Subject: FW: HQ DI Travel funds

FYI – another \$750.00 available that folks can't use. If your program can, please let me know ASAP.
Thanks!

Sarah E. Bahrman | Unit Chief, Drinking Water | U.S. Environmental Protection Agency - Region 8
(p) 303.312.6243 | (c) 303.903.8515 | (f) 877.876.9101

From: Bahrman, Sarah
Sent: Monday, July 28, 2014 3:22 PM

To: Chalfant, Mark; Minter, Douglas; Boomgaard, Craig; Burkland, Barb; Kahn, Lisa; Cline, Carolyn; Martinez, LuEllen; Nelson, Shawna; Meredith, Sienna; Roberts, Sarah

Subject: HQ DI Travel funds

Hi all –

I just got clarification from both HQ and Maryann Rule for how we should proceed with using HQ DI travel funds and wanted to share an update. As many of you know, we're in the process of transitioning to a new travel system (Concur), which has created some wrinkles in our travel process. For now, here's how we can best meet the August 1 deadline to use these funds:

- Please go ahead and submit TA's for all travel through Sept 12 through GovTrip as you usually would. As a reminder, Carolyn Cline is helping with these while Jo (LuEllen) Martinez is out on sick leave. Carolyn will be out on Thurs, so please get your TAs to her by tomorrow, if at all possible.
- For HQ DI trips you want to take between Sept 13 – Dec 31, 2014, please send me a list of those trips in an email. I'll compile our trips and send them to HQ so they know what our spending plan is for using the remaining funds. When we get access to Concur, we can submit TA's for those remaining trips.

Please also let me know if you will not be able to use your allocation so we can open that up to other programs who share those funds here in the Region. Let me know if you have any questions.

Thanks,
Sarah

Sarah E. Bahrman | Unit Chief, Drinking Water | U.S. Environmental Protection Agency - Region 8
(p) 303.312.6243 | (c) 303.903.8515 | (f) 877.876.9101